

Comprehensive Training Plan Checklist

- ☐ Plan reflects community's assessments and priorities
- ☐ Agency administration has identified ethnic/cultural competence as an organizational concern, family involvement as a priority and training and technical assistance as a support to system change.
- ☐ Plan is coordinated with other training groups in the community and reflects the family perspective and cultural competence?
- ☐ Committee work connects back to the agency hiring practices, orientation of new agency staff and family members.
- ☐ Ongoing training and technical assistance is reflective of strategic plans with details in the work/action plans
- ☐ The Community Collaborative and agency directors are coordinating training priorities through an organized training plan development process
- ☐ Training plans support existing requirements for agencies
- ☐ Plans reflect ongoing qualified trainer development and recruitment as well as diversity.
- ☐ Capacity to create new SOC training as identified through data collection is targeted
- ☐ Quality Improvement plans are connected to skill building training to ensure best practice over time
- ☐ Training Plan includes sustainability of ongoing training and technical assistance.
- ☐ Training Plan includes recruitment of parent trainers
- ☐ Training Plan includes trainer competencies and "train the trainer" courses, inclusive of trainer skills and topic specific.
- ☐ Training plans reflect multi-faceted teaching methods:
 - Formal training
 - Supervisory training and coaching
 - Management and policy level training
 - Practice level skill building, individual PCP/CFT coaching and plan review
 - Cultural awareness and competency
 - Technical assistance
- ☐ Money has been allocated for training plan implementation, cultural competency activities and support of family participation.